

Classification

## REPORTS INVENTORY

CONTROL NO.

DDP - 74

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

LOG (Form 1522)

2. TYPE  
OF  
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

6

7. FORMAT (memorandum, form  
computer print-out, etc)

Form 1522

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

FI Staff

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

Field Stations

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$16,381.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

(Some reporting components recommend discontinuing the log).

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS☒ OTHER (explain)Validity of requirement is  
doubted by some reporting  
elements.☐ CHANGE☐ DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

October 1970

SECRET